SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 05/03/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: AG DRIVER SCDC POSITION #: 019750
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0700 AM - 0300 PM
LOCATION: WATEREE FARM OPERATIONS, REMBERT (SUMTER) LEVEL 2

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
PAY BAND/LEVEL: 04 E
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 031575 - $ 040753 SCEIS POSITION #: 61016835

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE. CLASS A CDL WITH ONE (1) YEAR DRIVING EXPERIENCE. ROUTINE AND MINOR MAINTENANCE OF VEHICLE AND RELATED EQUIPMENT PREFERRED.

DESCRIPTION OF DUTIES:
DRIVES AGRICULTURE TRUCKS AND OTHER VEHICLES FOR FARM. RESPONSIBLE FOR VEHICLES READINESS FOR OPERATION, TO INCLUDE PERFORMING DAILY INSPECTION AND CLEANING OF ALL VEHICLES. ENSURES ROUTINE MAINTENANCE IS PERFORMED ON ALL VEHICLES. SUPERVISES LOADING/UNLOADING OF PRODUCTS, MACHINERY AND SUPPLIES. ENSURES SAFETY AND SECURITY OF ALL VEHICLES AND INMATES UNDER DIRECT SUPERVISION. MUST HAVE A VALID SC CLASS "A" CDL LICENSE.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
WORK HOURS FLUCTUATE AS NEEDED DURING FARMING SEASON. UNTIL FILLED.